

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4157

GRADE: S-33

TITLE: EMERGENCY MANAGEMENT COORDINATOR

DEFINITION:

Under direction of the Chief of Police, provides overall management of the Emergency Management function for the entire County of Fairfax. Coordinates preparedness, prevention, response, recovery and mitigation capabilities through enhanced coordination and long-term planning for the occurrence of emergencies and disasters resulting from natural, man-made disasters and terrorism with all agencies of Fairfax County Government, other local, state and federal agencies and private organizations.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Emergency Management Coordinator is distinguished from the County Security Manager in that the Emergency Management Coordinator provides overall management for Emergency Management for the entire County of Fairfax (government agencies, businesses and citizens) whereas, the County Security Manager manages and coordinates security issues for County Government.

ILLUSTRATIVE DUTIES:

Manages the Emergency Management function for the entire County (government agencies, business and citizens of Fairfax County);
Coordinates and supervises activities and operations of personnel assigned to the Emergency Management Division;
Assures the management of the County's overall response to potential and actual emergencies and disasters;
Develops County-wide coordinated operational plans, procedures and resources for all aspects of major incidents;
Provides a significant leadership role with the Emergency Management Coordinating Committee;
Directs the activation and oversees the Emergency Management Center during major incidents;
Coordinates and disseminates warnings and notifications of disaster alerts to Fairfax County agencies and the general public;
Develops, coordinates and implements County-wide educational programs to enhance public awareness of potential natural and man-made disasters;
Coordinates emergency preparedness training for all County government agencies;
Provides routine reports, reviews and evaluations of emergency preparedness training on a regular basis;
Coordinates efforts with private organizations such as Red Cross and Salvation Army;
Develops local, regional, state and federal emergency management relationships;
Serves as the County's primary liaison with senior staff of Police, Fire, Public Works and other primary emergency support agencies;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of theory, principles and techniques and practices of emergency management;

Knowledge of emergency disaster plans of federal and state government;

Ability to plan, organize and direct the program of emergency preparedness;

Ability to effectively coordinate a variety of emergency management related activities;

Ability to develop emergency management plans and procedures for County;

Ability to effectively consult on emergency management issues;

Ability to communicate effectively, both orally and in writing;

Ability to work collaboratively with diverse groups on complicated projects;

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

Graduation from a four-year college or university; PLUS

Six years of Public Safety experience, two of which must have been in emergency management.

ESTABLISHED: June 13, 2002